



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: 30366 - Deputy Executive Secretary - GS-15

Salary Range: \$131,767 - \$161,900

Vacancy Open Period: 04/18/2017 – 05/02/2017

Position Type: Cadre

Who May Apply: Internal ODNI Candidates

Division: CMO/CMO

Duty Location: McLean, VA

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-15 cadre position.

Who May Apply

Current GS employees at the same grade as the advertised position grade may apply.

- For a cadre assignment:
 - Current ODNI cadre.
 - Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI), Chief Management Officer (CMO) has the responsibility and authority for supervising, coordinating, providing guidance, and administering the Director of National Intelligence's (DNI) direction to the ODNI, as well as providing guidance to the ODNI centers. This includes integrating and synchronizing policy, plans, positions, procedures, and cross-functional issues. The CMO is responsible for synchronizing



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and integrating the ODNI staff to execute all missions and tasks designated by the DNI and the Principal Deputy Director of National Intelligence (PDDNI). In addition, the CMO oversees the internal management of the ODNI.

Office Mission

The Executive Secretariat (ExecSec) serves as the central coordination function for internal and external correspondence for the Director of National Intelligence (DNI), Principal Deputy DNI (PDDNI), Deputy DNI for Intelligence Integration (DDNI/II), and Chief Management Officer (CMO). ExecSec performs formal tasking and dissemination of ODNI front office correspondence, ensures high quality standards and timely dissemination of responses from senior leadership, and develops and maintains standard operating procedures for formal tasking, staffing/coordination, and final vetting for approval of front office correspondence.

Major Duties and Responsibilities (MDRs)

- The Executive Secretariat (ExecSec) serves as the central coordination function for internal and external correspondence for the Director of National Intelligence (DNI), Principal Deputy DNI (PDDNI), Deputy DNI for Intelligence Integration (DDNI/II), and Chief Management Officer (CMO). ExecSec performs formal tasking and dissemination of ODNI front office correspondence, ensures high quality standards and timely dissemination of responses from senior leadership, and develops and maintains standard operating procedures for formal tasking, staffing/coordination, and final vetting for approval of front office correspondence.
- Lead, review, distribute, and maintain records of official DNI and PDDNI internal and external correspondence and actions; manage control of sensitive White House documents and close hold reporting for the DNI, PDDNI, and CMO; perform security control officer functions as required.
- Establish and manage relationships with ODNI components, IC agencies, the White House, and other US government organizations.
- Conduct outreach and training activities to assist ODNI personnel in their efforts to respond to taskings and prepare staff packages and correspondence for ODNI senior leadership.
- Lead, supervise, and direct a team of government staff officers, including preparing performance assessments and providing professional development opportunities, management of resources, development and maintenance of action tracker applications and databases, and other administrative activities.
- Manage documentation of resource and information management processes and procedures, analyze implementation of those procedures for improvement, and disseminate processes using automated procedures.
- Identify issues and problems that may have an impact on normal business practices in ODNI and/or the Intelligence Community, and take actions to address problems to minimize their effect.

Mandatory and Educational Requirements

- Extensive knowledge of the ODNI IC mission, organization, roles, and responsibilities.
- Superior judgment and critical thinking skills, demonstrated through leadership of complex projects and management of competing priorities in a dynamic, fast-paced environment.



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- Superior collaboration and consensus building skills as demonstrated by the ability to work across multiple organizations and with personnel at all organizational levels.
- Superior, demonstrated interpersonal, leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.
- Superior oral and written communication skills, including the ability to clearly convey complex information and technical data to all levels of management.
- Flexible work schedule to ensure full-day coverage of Exec Sec responsibilities and address requirements of the ODNI Front Office.

Desired Requirements

- Comprehensive knowledge of IC policies and procedures, including information and classification management policies, correspondence standards, and requirements for handling sensitive information.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_A_WMA@dni.ic.gov (classified email system) or Recruitment_TeamA@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both clrkmon@cia.ic.gov (*Monica C.*) and mccreaz@cia.ic.gov (*Zina M.*) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.



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Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

To verify receipt of your application package **ONLY**, you may call 703-275-3799.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment_TeamA@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI-EEOD-RA-ACF@exchange.cia.ic.gov, by unclassified email at DNI-EEOD@dni.gov, by telephone at 703-874-8360, by TTY at 703-874-8554, or by FAX at 703-874-8651. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**